



CHECKLIST FOR SUBMITTAL OF CIVIL IMPROVEMENT PLANS

All documents must be prepared in accordance with the Placer County Land Development Manual and Stormwater Management Manual. Some of the requirements listed below may not apply to every project.

REQUIRED FOR PRE-SUBMITTAL AUDIT

- One (1) **PROJECT DATA SHEET** (all information provided)
- One (1) set of **24" X 36" IMPROVEMENT PLANS**
- One (1) set of final **CONDITIONS OF APPROVAL**
- One (1) copy of the approved **TENTATIVE MAP** (if project is a lot split)
- One (1) copy of the preliminary **PLAN CHECK AND INSPECTION FEE SPREADSHEET**
- One (1) copy of the **DRAINAGE REPORT** (include narrative, calculations and watershed maps)
- One (1) copy of the **SOILS REPORT** (if required by the Conditions of Approval)
- One (1) copy of a **SIGHT DISTANCE EXHIBIT** (for road connections and may be required for driveways)
- One (1) copy of a **SEWER STUDY/MASTER PLAN/CAPACITY ANALYSIS/LIFT STATION DESIGN REPORTS** (for applicable projects)
- One (1) copy of **STRUCTURAL CALCULATIONS** (for retaining walls over 4' in total height (w/footing))

REQUIRED FOR FIRST SUBMITTAL

- One (1) **PROJECT DATA SHEET** (all information provided)
- Eight (8) to twelve (12) sets **24" X 36" IMPROVEMENT PLANS** (exact number decided at pre-submittal audit)
- One (1) set of final **CONDITIONS OF APPROVAL** (including referenced Dept. Memoranda)
- One (1) copy of the approved **TENTATIVE MAP** (if project is a lot split)
- One (1) copy of the preliminary **PLAN CHECK AND INSPECTION FEE SPREADSHEET**
- Two (2) copies of the **DRAINAGE REPORT** (include narrative, calculations and watershed maps)
- Two (2) copies of the **SOILS REPORT** (if required by the Conditions of Approval)
- Two (2) copies of a **SIGHT DISTANCE EXHIBIT** (for road connections and may be required for driveways)
- Two (2) copies of a **SEWER STUDY/MASTER PLAN/CAPACITY ANALYSIS/LIFT STATION DESIGN REPORTS** (for applicable projects)
- Two (2) copies of **STRUCTURAL CALCULATIONS** (for retaining walls over 4' in total height (w/footing))
- **PLAN CHECK AND INSPECTION FEE**, 40% of total required fee is due with initial submittal; the remaining 60% is due prior to plan approval.